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SECNAV INSTRUCTION 12400.6

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY (DON) CIVILIAN CAREER MANAGEMENT
PROGRAM FOR INFORMATION SYSTEMS AND COMPUTER RESOURCES
PERSONNEL

Encl: (1) Structure for the Information Systems and Computer
Resources Career Management Program
(2) Information Systems and Computer Resources
Personnel Enrichment Program

1. Purpose. To implement the Department of the Navy (DON) Civilian Career Management Program for Information Systems and Computer Resources personnel and to renumber the instruction following current Standard Subject Identification Codes.

2. Cancellation. SECNAVINST 12950.13.

3. Discussion. As information technology continues to evolve at a rapid pace, information systems and computer resources personnel are challenged to stay in the mainstream of professional development. The objectives of the Information Systems and Computer Resources Career Management Program, as stated in enclosure (1), are to recruit, develop and retain a skilled information systems and computer resources work force. Appropriate recognition should be granted to employees who spend some of their own personal time to stay abreast of rapidly advancing technology. The DON responsibility for professional development is promulgated as enclosure (2).

4. Action

a. Commanding Officers and Other Managers. All commanding officers and managers shall support the objectives of this program. Insofar as training and development are concerned, all supervisors and managers are responsible not only for implementing the details of the program, but also for creating a work environment that stimulates employees to self-development.

b. Information Systems and Computer Resources Specialists. Individual employees will share in the responsibility for training and development requirements for the various career

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levels. Individuals are encouraged to seek various types of self-development to the extent of individual capabilities and within the framework of this career program.



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(Financial Management)

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STRUCTURE FOR THE INFORMATION SYSTEMS AND COMPUTER RESOURCES
CAREER MANAGEMENT PROGRAM

1. Objectives. To guarantee maintenance of expertise, prevent obsolescence of personnel, and to encourage further enhancement of existing information systems and computer resources skills in the Department of the Navy (DON) Information Systems and Computer Resources civilian work force. The Civilian Career Management Program for Information Systems and Computer Resources personnel will enable the DON to:

a. Recruit and retain a permanent work force of skilled and efficient employees who make use of career development opportunities both within and outside the Government.

b. Introduce and use effectively the most modern computer resources practices and techniques developed.

2. Coverage

a. The DON Civilian Information Systems and Computer Resources Career Program is applicable to all employees and positions in the following series:

GS-334 Computer Specialist
GS-801 Computer Engineer (only)
GS-1550 Computer Scientist

b. In addition, incumbents of positions outside these series are covered by the program when 50 percent or more of their duties require competence in information systems and computer resources.

3. Responsibilities

a. The Assistant Secretary of the Navy (Financial Management) (ASSTSECNAV (FM)) as functional chief shall:

- (1) Approve changes in policy.
- (2) Obtain resources (funds, billets) to support program.
- (3) Establish long-term career program goals.
- (4) Direct the Career Program Executive as appropriate.

b. The Director, DON Information Resources Management (DONIRM), as Career Program Executive shall:

- (1) Provide oversight on program operations.

Enclosure (1)

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- (2) Issue policy and implementing directives.
- (3) Initiate work force studies.
- (4) Manage centralized resources.
- (5) Evaluate the effectiveness of the career program.
- (6) Advise ASSTSECNAV FM as appropriate.
- (7) Recommend changes to program policy or procedures to ASSTSECNAV FM.
- (8) Manage fellowship programs.
- (9) Establish and chair an Executive Information Systems and Computer Resources Career Board.
- (10) Establish an Information Systems and Computer Resources Career Management Working Group.
- (11) Designate the Navy as the lead service to provide the Information Systems Computer Resources Career Management Program Support Office, which will be responsible for developing and managing the DON Civilian Career Management Program for Information Systems and Computer Resources personnel.

c. The DON Information Systems and Computer Resources Career Board shall be composed of representatives of the Chief of Naval Operations; Commandant of the Marine Corps; Office of the Chief of Naval Research; Deputy Comptroller of the Navy; Navy Laboratory Computer Committee; and the Office of Civilian Personnel Management. The board shall:

- (1) Perform program planning and establish career program requirements.
- (2) Recommend policy and procedures to the board chairman.
- (3) Evaluate program and recommend program changes.

d. The DON Information Systems and Computer Resources Career Management Program Working Group will be constituted by the lead service with representatives from the Chief of Naval Operations; Commandant of the Marine Corps; Office of the Chief of Naval Research; Navy Laboratory Computer Committee; and Deputy Comptroller of the Navy. The Office of Civilian Personnel Management

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representative at the working group level shall provide personnel policy advice and input on program direction. The chair of the DON Information Systems and Computer Resources Career Management Program Working Group will be supplied by the Director, DONIRM. The responsibilities of the Information Systems Computer Resources Program Working Group are to:

(1) Propose career program requirements and priorities for working on them.

(2) Establish ad hoc committees to assist in program development which requires knowledge of a functional nature.

(3) Meet periodically to receive reports, evaluate progress, review proposals, and initiate new actions.

(4) Recommend program changes.

(5) Facilitate the exchange of career program information among managers and careerists.

e. The lead service shall designate a Career Program Support Office, which shall:

(1) Provide career management advice to the Working Group and Career Board.

(2) Prepare policy and implementing directives.

(3) Develop, administer, and implement the career program.

(4) Analyze work force data and prepare work force studies.

(5) Identify and recommend solutions to work force problems.

(6) Monitor program operations and establish criteria by which to measure program success.

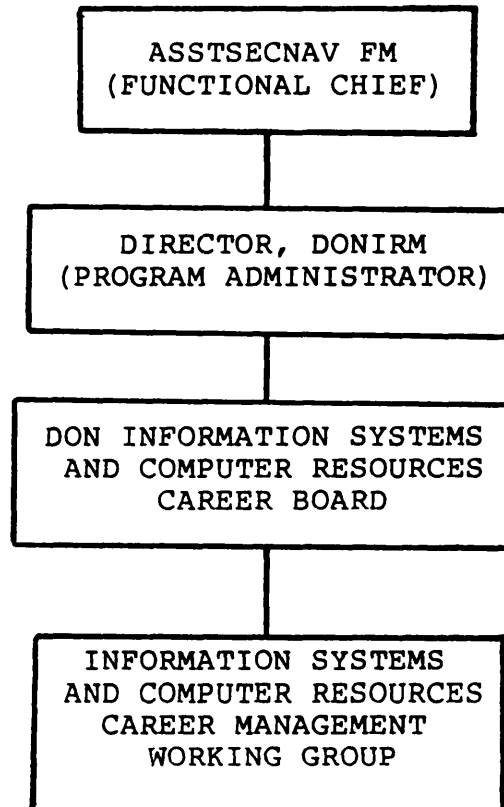
(7) Identify and recommend program changes.

(8) Prepare periodic reports as required.

(9) Develop an annual progress report for the functional chief.

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f. The Information Systems and Computer Resources Career Management Program Organization is depicted below:



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INFORMATION SYSTEMS AND COMPUTER RESOURCES
PERSONNEL ENRICHMENT PROGRAM

1. Background. Recent studies have documented the Department of the Navy's problems in maintaining information systems and computer resources personnel technical proficiency. Information systems and computer resources personnel are a vital resource, and their skills directly influence the effectiveness and efficiency of today's Department of the Navy (DON). As information technology continues to evolve at a rapid pace, information systems and computer resources personnel are challenged to stay in the mainstream of professional development.

2. Discussion. Information systems and computer resources personnel must stay abreast of rapidly advancing technology to prevent functional obsolescence. Many employees spend off-duty time to maintain the latest state-of-the-art techniques. Appropriate recognition should be granted for this type of personal initiative. At the same time, the DON also accepts responsibility for employee professional development.

3. Coverage. The Information Systems and Computer Resources Personnel Enrichment Program covers all employees in positions identified as information systems and computer resources in enclosure (1) at GS-9 and above, plus employees in GS-5 and GS-7 in the Information Systems and Computer Resources Career Program.

4. Program Purpose

a. The intent of the Information Systems and Computer Resources Personnel Enrichment Program is to provide the means through which DON civilian personnel can upgrade their performance and operating effectiveness. Managers and supervisors should plan workload to allow information systems and computer resources employees to spend an average of 2 hours per week for job-related professional development. This minimal investment of personnel resources is absolutely essential to mission responsiveness. This 2-hour allocation often cannot be constant. Surges in workload may necessitate extended periods without allowing time for professional development. If, for example, a special project dictates 20 weeks without professional development time, it might appropriately be followed by a 40-hour course. If allowed time does not average 2 hours per week over a 6-month span, the reasons for this should be documented along with a plan for corrective action.

b. Specification of minimum professional development hours should not limit normal employee development activities.

Enclosure (2)

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Substantially more time will often be appropriate at certain stages in employee development.

c. Suggested types of activities for use of professional development time are:

(1) Reading journals, books, and other technical publications.

(2) Self-study materials such as correspondence courses, video assisted instruction courses, and programmed instruction materials.

(3) Seminars, professional presentations and workshops.

(4) Formal classroom training.

(5) Peer-managed instruction.

(6) Mentoring.

(7) Vendor presentations.

(8) Other training activities as appropriate.